

BROCKWORTH PARISH PLAN

Steering Group Meeting 27th January 2011 3.00pm

Present: Maureen Rowcliffe-Quarry (Chair), Julie Shirley (Secretary), Jude Perez, Carol Brasington, Marilyn Cox (GRCC)

1. Apologies

Carole Neal, Janet Butler, Roger Holland and Chris Spencer sent their apologies.

2. Review of Meeting Notes

The group reviewed the last meeting notes.

3. Correspondence

The meeting discussed recent correspondence and instructed Julie to respond.

4. Questionnaire Questions

The group reviewed the questions submitted and made amendments. There were two sections with no questions which Julie and Maureen will look at on Wednesday 2nd February. The steering group will meet again on Monday 7th February at 3pm to review the questions in full and consider the draft questionnaire. Once the group is content with the draft, it will be submitted to GRCC for final checking and layout setting to ensure it can be read by GRCC's scanners for the questionnaire analysis.

5. Quotes for Parish Plan Questionnaire Printing etc

The group agreed to the costs associated with the continued use of the artwork for the parish plan questionnaire and completed analysis and action plan as it continues the 'brand' and the colourfulness draws the eye to look at the questionnaire. Julie will request a revised quote for the questionnaire printing for a 4 sheet questionnaire and a colour front cover, not stapled.

Marilyn will find out the cost for producing the final version of the survey and analysis. Julie will proceed to order the plastic bags that the questionnaire will be delivered within.

The aim is to print the questionnaire w/c 21st February; plastic bag stuffing evening w/c 28th February; delivery weekend of 5/6 March and collection on weekend of 12/13 March.

6. Future Meeting Dates:

The next meeting to go through the remainder of the questions will be on Monday 7th February at 3pm at the Community Centre.

The steering group meeting on Thursday 24th February at the Community Centre will be at 6pm and to discuss final arrangements for the questionnaire.

Meeting closed at 5.00pm.